KMS 7th Grade New Student Orientation
Memo to Teachers

Aloha e nā Kumu,

Welcome back from summer vacation. We hope that you had an opportunity to rest and rejuvenate and are excited to begin the new school year. This year, there will be one orientation for all seventh grade students on August 11, 2009. The theme for orientation is:

'O ke kahua ma mua, ma hope ke kūkulu.
First the foundation, then the building.
Learn all you can, then practice.
('Ōlelo No'eau #2459)

'O nā pōhaku no ke kahua (rocks for the foundation)

It is our hope that during the course of the orientation day, we will help our students to build a solid academic and character foundation for a successful school year. We mahalo you in advance for your mentorship of our students.

All Orientation materials have been posted to the SAC Blog, (http://blogs.ksbe.edu/kmssac/). PowerPoint presentations will be sent as an email. Teachers are to download the necessary handouts, PowerPoint, etc. Some lessons require supplies. Those items have been put into your teacher box.

On August 11, students will report directly to Keawe Gym. Student check-in will be held in the gym. Some teachers and staff have been assigned specific duties. All teachers are asked to report to the gym and welcome the students. Please review the *Orientation Check-in & Ho'okipa* handout for more specifics.

The morning ho'okipa will begin with oli. All teachers and staff are asked to participate, lining up against either the makai or mauka walls of the gym. After a short address by po'o kumu Ka'ai, teachers will be dismissed first to prepare for advisory. Advisory teachers are to download the advisory lessons and the Jeopardy Power point game. After advisory, students will follow an A-Day schedule. Please review the *Orientation Schedule*.

Teachers will instruct their normal subject area. Lesson plans have been created for each subject area. Each 7th grade teacher has been paired with an 8th grade teacher or staff member. Please review the *Subject Area Assignments* handout.

Teachers prep periods will follow an A-Day schedule. The exception is for PE teachers. Please refer to the *Subject Area Assignments* handout for those prep periods. All teachers will have their normal prep period and one free lunch period.

Section A-2 teachers are asked to remind students that a snack will be provided at Kalama Dining Hall during recess. Students are to take their belongings and pick-up their snack from the dining hall and then after recess is pau, they are to proceed to their section 3 class.
Section A-4 teachers are asked to remind students to identify their lunch table by looking at their name tag before dismissing to lunch. Please also remind students to place their belongings in the cubby holes outside the dining hall before entering the dining hall.
There will be two lunch services. Seventh grade teachers are asked to report to the first lunch service, 11:34 – 12:24, to help with dining hall supervision. Eighth grade teachers are asked to report to the second lunch service, 12:30 – 1:20, to help with dining hall supervision. Please review the *Dining Hall Supervision* handout for specific supervision assignments.
Section A-7 teachers are asked to show the Bus Video, distribute and collect the *orientation evaluations* in addition to teaching their subject area lesson. Please leave evaluations in Tiffany Nascimento's box or deliver to the SAC, room 96. Section 7 teachers are also asked to collect any temporary student schedules and return Hoku Ho'ohuli. At the end of the period, teachers are asked to escort their students to Keawe Gym.

Orientation Check List

- Advisory teachers are asked to watch a TRIBES video review (23 min) - http://www.tribes.com/videos/ and complete the Survey Monkey on or before August 10 at 4:00 p.m. (The video is posted on the SAB Blog page under Advisory Activities)
- Determine advisory seating assignments. (ie: alphabetically, assigned seating, open seating, mixed groups with at least one boarder, KES student and new invitee, etc.)
- Download necessary lesson plans, the day's schedule, etc. from SAC Blog.
- Preview the day's advisory lesson and subject area lesson AND if you instruct during section A-7, download the bus video lesson plan.
- Download necessary PowerPoint, imovie etc. from email message sent to you and load unto your laptop.
- If possible, meet with your assigned partner(s) to determine the flow of the lesson, etc.
- Determine if you have necessary supplies for the lesson. If you do not have the necessary materials for the activities, please call the student activities center, 843-3476 before August 11.

Mahalo for your commitment to middle level education and for helping to build a solid academic and character foundation within our students.

2009 Orientation Group
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